

MEMORAN DUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff-less CSB (Code 2) Date: April 15, 2020

From: Ecotime Administrators

Subject: Ecotime Updates for April 1 through April 15 Pay Period

Please refer to important updates below for submitting and approving Ecotime timesheets for the current pay period.

Employee Type	Due Date	Notes
Temporary Employees and WEX Employees	Thursday, April 16	Timesheets are due to Supervisors for review and approval. All timekeeping information from April 1 through April 15, 2020 is due to Payroll by 5:00 pm. For WEX employees only: please fax time cards to (925) 228-0244 or scan in an email to your assigned Payroll Clerk. Note that time reporting received prior to the 9:00 am Friday, April 17 will be processed for the April 24 paychecks. Items received after the 9:00 am will not be processed until the following pay period.
Supervisors	Friday, April 17	Final date for Supervisors to review and approve timesheets for Temporary employees only. It is not necessary to approve Permanent employee's timesheets until further guidance is published.
Permanent Employees	TBD	Please await further instructions before completing timesheets. New pay codes will be entered in Ecotime once they are released by the Auditor's office.

^{*}Please notify Payroll Staff immediately when an employee goes out on, or has returned from a leave of absence (LOA).

^{**}Payroll Staff is still working to match accrual balances in Ecotime with those in PeopleSoft. If you see insufficient accruals in Ecotime, please note that Payroll Staff will only be entering time based on the PeopleSoft accruals and making adjustments in Ecotime as needed. If you have questions about your pay, please contact your assigned Payroll Clerk directly.

To access Ecotime remotely, go to https://ehsd.ecotimebyhbs.com/Ecotime/. Enter your Employee ID in the Logon ID box. "123" is the default password. You should be prompted to enter a new password. If you forgot your Employee ID, enter your last name only in the "Help I Forgot My Login ID" box. To reset your password, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.